2006-2007

Priority 1: First-time Applicants

Guidelines and Application

Community Scholarship Matching Grant Program

Higher Education Coordinating Board 917 Lakeridge Way, P.O. Box 43430 Olympia, Washington 98504 360 -753 -7846

Deadline: April 15, 2007



FIRST-TIME APPLICANTS MATCHING GRANT PROGRAM GUIDELINES

INTRODUCTION AND PURPOSE

The state-funded Community Scholarship Matching Grant Program provides \$2,000 matching awards as an incentive for non-profit, community-based organizations to raise local dollars for college scholarships. Funding is available for 100 grants for the 2006-2007 year. Organizations that have not previously received the matching grant receive highest priority.

The matching grant is intended primarily as an incentive to encourage communities to establish non-profit scholarship organizations for the purpose of raising local funds and awarding local scholarships. The grants are expected to encourage community support for higher education and are an expression of the state's interest in supporting local scholarship fundraising efforts.

The matching grant creates opportunities for local residents to serve their communities in a way that benefits young people, who are just beginning their adult lives, and the many adults in the community who; for reasons of employment displacement, health concerns or family commitments are just now re-entering the education system. A local community scholarship program also provides a vehicle for local residents who want to give money to the community.

Dollars for Scholars® is a national program of *Scholarship America*, the nation's largest non-profit private sector scholarship and educational support organization. Located in the Seattle area, the staff members of Northwest Dollars for Scholars have provided resource materials, technical support and on-site assistance to over 217 communities in Washington and Oregon that were interested in forming local scholarship foundations. State law gives preference to organizations that affiliate and are in good standing with *Northwest Dollars for Scholars*.

AWARD PRIORITIES FOR THE 2006-2007 YEAR

The Higher Education Coordinating Board has established three priority groups. Filling out the attached application qualifies the organization for consideration under the **Priority One** group.

Priority One

Eligible organizations that have not previously received the matching grant.

Priority Two

Previous recipients of the matching grant who wish to raise additional dollars for a scholarship endowment fund.

Priority Three

Previous recipients of the matching grant who wish to raise additional dollars for student scholarships.

ELIGIBLE ORGANIZATIONS

To be eligible for a matching grant, a community organization must:

- Establish or have a community-based higher education scholarship program and between April 1, 2006 and April 15, 2007, have raised at least \$2,000 in new money for student scholarships. (\$2,000 must have been raised at the time application is submitted.) New money does not include endowment or other investment interest.
- Obtain or have tax exempt status under section 501(c)(3) of the Internal Revenue Service Code. (There are many tax-exempt IRS categories. The 501(c)(3) is the exemption for charitable organizations.)
- Award student scholarships without regard to age, sex, marital status, race, creed, color, religion, national origin, or the presence of any mental, sensory, or physical handicaps.

If your organization does not yet meet these minimum eligibility criteria, you may use the Organizational Guide in this packet to assist you in becoming an eligible community organization, or you can organize by becoming a chapter affiliate of Northwest Dollars for Scholars.

APPLICATION AND SELECTION PROCEDURES

Within priority groups, organizations will be selected on a first-come, first served basis until the April 15, 2007 deadline. Preference is given to those organizations that affiliate with Dollars for Scholars. All eligible organizations in Priority 1 will be awarded before proceeding to Priority 2, etc. until all funds are expended. A complete application will include the following:

- ✓ A completed matching grant application.
- ✓ A copy of the organization's approved by-laws.
- ✓ A list of names, addresses, and occupations for the Board members of the organization.
- ✓ A copy of the community organization's IRS 501(c)(3) tax exemption letter or Scholarship America / CSFA tax-exemption letter. (It is the organization's responsibility to document its IRS exemption.)
- ✓ A copy of the community organization's student scholarship application form and a written methodology statement used for recipient selection.
- ✓ Copies of bank statements or other documents verifying a minimum of \$2,000 raised for student scholarships since April 1, 2006. Documents indicating both beginning and ending dates of this fundraising are required.

GRANT DISBURSEMENT AND REPORTING

The Higher Education Coordinating Board will disburse the \$2,000 matching grants to the community-based scholarship organizations as they are selected.

Organizations that receive matching funds are expected to name awardees for both their \$2,000 match and the state's \$2,000 grant, for a minimum of \$4,000, during the current academic year for student use in the following year. The state's share should be awarded to students planning to enroll in higher education institutions *in Washington*.

The Higher Education Coordinating Board (HECB) will include a *report form* when it disburses the matching grant. Please complete and return the report to the HECB by June 15, 2007. The report will document the scholarships awarded to students from both the state grant and the community organization's match. A sample report is included in this packet.

HECB Contact: Dawn Cypriano-McAferty, Program Manager Phone: (360) 753-7846

ORGANIZATIONAL GUIDE FOR 501(c)(3) TAX EXEMPT STATUS

The following is a guide to basic procedures for community groups which wish to either develop a community scholarship organization independently or through affiliation with Northwest Dollars for Scholars.

NORTHWEST DOLLARS FOR SCHOLARS (NWDS)

 Contact NWDS for information on how your group, whether newly forming or already providing scholarships, can become a Dollars for Scholars affiliate.

Northwest Dollars for Scholars 1808 Richards Road SE, #119 Bellevue, WA 98005 1 (800) 335-4512 admin@wadollarsforscholars.org

- Complete simple affiliation forms and pay a \$250
 affiliation fee. (There are also annual dues and
 reporting obligations. See Community Scholarship
 Matching Grant brochure insert or contact NWDS
 for more information
- 3. For newly formed groups, NWDS will provide formal charter and IRS non-profit, tax-exempt status through a group exemption. NWDS will also assist your group with establishing bylaws, Board of Directors and committees (i.e. fundraising, publicity, recipient selections, etc.)
- Raise at least \$2,000 from throughout the community. NWDS affiliates receive a fundraising manual and can participate in joint NWDS fundraising events to assist in their fundraising efforts.
- Affiliation with Dollars for Scholars satisfies the requirement to file Articles of Incorporation with the Secretary of State's Office.

COMMUNITY SELF-HELP OR DO-IT YOURSELF

- Form a steering committee of interested parties to write by-laws.
- 2. Form a Board of Trustees, elect officers, and form standing committees (such as publicity, fund-raising, and scholarship selection).
- 3. Apply for nonprofit corporation status from state. (Required for seeking 501(c)(3) IRS status).

The Secretary of State's Office has provided us with a supply of Articles of Incorporation Forms for the convenience of this program. You may request this form by calling our office at (360) 753-7846. Complete the form and return it to the Secretary of State's office with the \$30 filing fee. Time to process is two weeks. Annual reporting required (\$10 fee). The form is also accessible through their web site at: secstate@wa.gov

4. Apply for 501(c)(3) tax-exempt status from the IRS. It may take several months to a year for approval.

Most local IRS offices will have copies of the necessary forms. You may also call 1(800)829-3676 to request the following: 1023-Application, 8718-Payment of Fee, SS-4-Employer Identification Number.

Filing fee: \$150 for organizations grossing not more than \$10,000 annually or \$465 for organizations exceeding \$10,000 annually.

Approved State Articles of Incorporation must be attached to the completed application. For specific 501(c)(3) application questions, call (202) 611-7487 (WA, D.C.).

- 5. Prepare scholarship guidelines and applications.
- 6. Begin community publicity and fundraising for scholarships.

In addition, after raising funds an organization should register with the Secretary of State as a charitable organization, unless funds raised during the accounting year are less than \$5,000 and all activities of the organization are carried out by people who are not paid for their services. The charitable organization registration fee of \$20 is waived if filed with Nonprofit Articles of Incorporation. Annual reporting and \$10 fee are required. Phone 1-800-332-GIVE. (Organizations that obtained their 501(c)(3) ruling through affiliation with Dollars for Scholars are exempt from this reporting obligation. Washington Dollars for Scholars submits this report on behalf of its members.)

Note: There are several IRS codes for tax-exempt organizations. Only those organizations with a 501(c)(3) exemption are eligible for this program.

WASHINGTON STATE COMMUNITY SCHOLARSHIP MATCHING GRANT PROGRAM AWARD REPORT 2006 - 2007

Name of Organization:			EIN#			
	SCI	HOLARSHIPS A	WARDED			
Student Name	Street, City & Zip	Date	Award	Award Funding Source		
	λ	of Award	Amount	Local Dollars - State (Grant Institution	
			The state of the s	φ		
				0//	/11	
	V noi	C	01	22.6	70+	
					CLE	
Matching Grant. I total at least \$4,000	e awarded scholarships by June 15, 2007 from understand that to fulfill the obligations rela (\$2,000 from the matching grant and \$2,000 e attending higher education institutions in W	ated to the receipt of I from locally raised	the matching	grant, this report must r	eflect scholarship awards, which	
Signature of Designa	ted Organization Board Official	Title		_	Date	
Please return comple	ted form no later than June 20, 2007 to:					

Community Scholarship Matching Grant Program Higher Education Coordinating Board 917 Lakeridge Way, PO Box 43430 Olympia, Washington 98504-3430

STATE OF WASHINGTON Community Scholarship Matching Grant Application

Please type or print neatly in ink

PRIORITY ONE FIRST-TIME APPLICANTS ONLY 2006 - 2007

•				
Contact Person	E-mail		Phone	
Official Name of Organization				
Official Name of Organization		EIN or Fed ID#		
Official Street Address of Organization				
Official Street Address of Organization	City	State	Zip	
CHECK HERE IF DOLLARS FOR SCHO	DLARS AFFILIATE IN GOOD S	TANDING		
. Selected Officers:				
President	Phone (Home)		Phone (Work)	
Street Address	City	State	Zip	
Treasurer	Phone (Home)	<u>-</u>	Phone (Work)	
Street Address	City	State	Zip	
Statement of Organization Purpose:				
. Date of State Incorporation:				
(Not required for Dollars for Scholars appl	icants.)			

<u>Activity</u>	<u>Dates</u>	Amount Raised
·	tivities conducted by paid fund-raisers? [
9. Student Scholarship Selection:		
a. Attach a copy of student schol	larship selection method, criteria, and guide	elines.
b. Anticipated total amount orga	anization will award in 2006-2007 if award	ed matching grant:
\$(Must be at least \$4,000)		
	ts or other documents verifying deposits of ntation for both beginning and ending date in #7 above.	
	list of the board members' addresses and e-exemption letter; and (4) copy of student se	
this organization awards student religion, national origin, or the	tained herein is true and correct to the best of t scholarships without regard to age, sex, m presence of any mental, sensory, or physicard, my organization will complete the re	narital status, race, creed, color, cal handicaps. I further certify
Signature of Designated Board	l Official Title	e
Printed Name		

7. Fundraising activities: List major activities conducted after April 1, 2006, by which your

Send completed application packet to: Community Scholarship Matching Grant Program, Higher Education Coordinating Board 917 Lakeridge Way / P.O. Box 43430 Olympia, WA 98504-3430